



Lead Youth Events Assistant Volunteer Description

Mission: Be a hub for engagement, literacy and learning, and lifelong curiosity and discovery.

Title: Lead Youth Events Assistant

Responsible To: Youth Services Event Coordinator or other designated Youth Services Event Specialist

Qualifications:

- Established dependability and knowledge volunteering for small, medium and large-scale Youth Services events at the library in order to successfully lead other volunteers
- Comfortable with a high-level of interaction between multiple children, families and other library patrons in a group setting of over 200 people
- Ability to exercise patience, work independently and troubleshoot issues without assistance
- Physical ability to stand for long periods of time (up to 3 hours during an event), lift and move moderately heavy furniture and/or equipment of 20+lbs. Other physical activity may be required depending on specific assignment during an event.

Responsibilities:

Duties may include, but are not limited to:

- Setup and cleanup of multiple activities (arranging tables, chairs, food, etc.) for a large group of 201+ participants during events such as Harry Potter's birthday, New Years at Noon, etc.
- Independently provide direction to other volunteers, triaging issues to appropriate Youth Services planner(s) when necessary.
- Oversee shift changes of other volunteers to ensure a smooth transition and proper staffing at a Youth Services event.
- Implement activities and independently provide instruction to children and families for crafts, snacks, etc.
- Answer questions and actively interact with many participants at a Youth Services event.
- Other duties as assigned, depending on the program/event.

Time Commitment: Volunteer shifts of 3+ hours (will include breaks). Ongoing time commitment with a 3-6 month minimum expectation.

Training: Report to Cottonwood Room on 1st floor to receive direction prior to an event or shift. Initial training is typically completed through demonstration of successful volunteer participation in small, medium, and large-sized Youth Services events.

Location: The Cottonwood Room is used for large events. Youth Services is located on the 2nd floor.

Contact: Volunteer Coordinator, 307-773-7224 or VolCoor@lclsonline.org